



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)

Data Protection Notice

Horizon 2020 Environment and resources Information Days

16-17 September 2019, Charlemagne Building

Rue de la Loi/Wetstraat 170, 1000 Brussels

Your personal data is processed in accordance with Regulation (EU) 2018/1725¹ on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The data controller of the processing operation is the Head of the Administration Unit of the Executive Agency for Small and Medium-sized Enterprises (EASME).

The legal basis for the processing operations comprises Article 5(a) of Regulation (EU) 2018/1725 whereby processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties or other legal instruments adopted on the basis thereof², and Article 5(d) of Regulation (EU) 2018/1725 based on your consent for personal data collection and usage specified below.

The purpose of this processing operation is **to organise Horizon 2020 Environment and resources Information Days and manage its networking and communication activities**. It covers:

- Registration of participants to workshops in the framework of the Horizon 2020 Environment and resources Information Days (to provide access to the venue and include them in the participants list);
- Registration of participants to a networking/matchmaking application (to allow participants to schedule bilateral meetings, network, find project partners);
- Creating participants list to communicate with the participants (sending news, reports, presentations in relation to the event and feedback survey after the event).

The following personal data are collected: title, first name, last name, date of birth, ID number (only for security screening to allow access to building), function, organisation (name and type),

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJEU L295/39, 21.11.2018).

² Act of Establishment: Commission Implementing Decision C(2013/771/EU) of 17 December 2013 establishing the 'Executive Agency for Small and Medium-sized Enterprises' and repealing Decisions 2004/20/EC and 2007/372/EC and Regulation (EU) No 1291/2013 of the European Parliament and of the Council of 11 December 2013 establishing Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020) and repealing Decision No 1982/2006/EC (OJEU L 347/104 of 20.12.2013).

(professional/personal) e-mail address, phone number, Twitter and LinkedIn accounts. The replies to the above questions are **mandatory** (except for function, Twitter and LinkedIn accounts) which are based on your consent.

Please note that the workshops of the Horizon 2020 Environment and resources Information Days will be **web-streamed** and it is possible you will be recorded. It is also possible that the photographs of you will be taken during the event prior to your consent. In the absence of your consent and according to available resources the organiser will consider suitable alternatives, so that you can fully take part in the event, e.g. offer an alternative room where to follow the event by means of live web streaming displayed on a screen where no recording will take place and no photographs will be taken.

The recipients of your data will be relevant EASME and European Commission staff in charge of the organisation of the event and the linked communication activities, security agents of the Commission or Agency and/or external venues security personnel, EASME contractors involved in the organisation of the event, and bodies charged with monitoring or inspection tasks in application of EU law (e.g. internal audits, Court of Auditors, European Anti-fraud Office – OLAF), as well as participants of the Horizon 2020 Environment and resources Information Days. The participants list may be distributed electronically to all the participants including only the following personal data (first name, last name, name of organisation, email address).

Your data will be kept for a maximum period of **three months** after the end of the conference. Data will be deleted at the end of this period.

You have the right to access your personal data and the right to correct any inaccurate or incomplete personal data. You have the right to withdraw your consent at any time, without affecting the legality of the processing based on your consent prior to your withdrawal. If you have any queries concerning the processing of your personal data, you may address them to the EASME Head of the Administration Unit (entity acting as data controller) at EASME-ENQUIRIES@ec.europa.eu with *the Horizon 2020 Environment and resources Info Day privacy policy statement* as the subject.

You shall have the right of recourse at any time to the EASME DPO at EASME-DPO@ec.europa.eu and to the European Data Protection Supervisor at <https://edps.europa.eu>.